

Description of the Different Roles of Users

Administrators are responsible for administering every level below their own in the group, including managing other administrators. The customer administrator typically [updates the customer group](#), manages user and student information, and can perform duties including those at the coordinator level (scheduling test sessions). A customer program administrator can [upload user and student data](#) to the system.

Coordinators have more limited access than administrators. Typically they are responsible for scheduling test sessions, assigning students to test sessions, and running reports.

Administrative Coordinators have the same responsibilities as other coordinators, with the additional role of setting up accommodations for students with Individual Educational Profiles (IEPs) requiring physical accommodations during test-taking. Administrative Coordinators may work directly with the student to set up the appropriate environment for optimal test performance by the student. Administrative Coordinators can [add](#), [edit](#), and [delete](#) student profiles.

Proctors monitor students during the test session. For the test sessions to which they are assigned, they can edit and delete the session information (including adding and removing students, and invalidating student attempts on the session). They may also be able to view and [print test session documents](#), and [view or print reports](#).